

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

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|--|--|--|--|--|--|
| DHR Application Date January 5, 1982 Application Number DHR 82-1 | | 1. GEORGIA DEPARTMENT OF HUMAN RESOURCES Division of Family & Children Services Systems Management Unit - Room 47 Trinity Avenue, S.W. Atlanta, Georgia 30303 | | ARCHIVES AND HISTORY Application Number 82-4 Date Received JAN 7 1982 Date Completed FEB 1 1982 | |
| 2. Person to Contact Kathie Marsh | | Working Title Chief, Systems Management Unit | | Telephone Number 656-4410 | |
| 3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void | | | | | |
| 4. Dates of Series Earliest 4/81 Latest continuing | | 5. Records Series Title (followed by title used in office, if different) Voided ATP Card Files (Authorization to Participate[in the] (Georgia Food Stamp Program) | | | |
| 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <p>The Division of Family and Children Services, through the leadership of the Director, is responsible for administering, supervising, and regulating services to indigent children, adults, and families, State-wide; for serving as liaison with the Regional Office of DHS concerning the status of the State Social Service Plan and for clearing policy questions; and for working with DHR Offices and Divisions to resolve problems affecting the operation of the Division.</p> <p>The Systems Management Unit of the Office of Management Information Systems is responsible for managing all DFCS operational automated systems used by the Division to aid staff in the delivery of DFCS services; to provide technical assistance, technical training, and support to State and District staff; and to act as resource backups to District and Local staff in monitoring the systems operation and in interpreting system objectives.</p> | | | | | |
| 7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: authorizing residents of Georgia to participate in the State Food Program. Included are: form No. 261 (Authorization to Participate - Georgia Food Stamp Program) -- cards which cannot be transacted. | | | | | |
| The file is arranged : numerically by serial number which is prefixed as cards are printed. | | | | | |
| 8. Monthly Reference Rate How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ? not applicable | | | | | |
| 9. Rate of Accumulation or Records Monthly Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) approximately 3 cu. ft. | | | | | |

| YES | NO | 10. Questionnaire (Place an "X" in the proper column) |
|----------------|----|---|
| X | | a. Is this the official copy of the series? If not, where is it? |
| X | | b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. some cards contain client names <u>DHR DFACS Policy</u> |
| | | c. Is this a vital record? |
| | | d. Does this series have historical or long term research value? |
| NOT APPLICABLE | | e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? |
| | | f. Is the information contained in this series ever published? If yes, attach copy. |
| | | g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. |
| | | h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? |
| | | i. Is this series (or a major portion of it) regularly microfilmed? |
| | | j. Does the record series result in a computer printout? |

11. Retention Requirements

The following requires the series to be kept:

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|--------------------------|--------------|-----------------------------------|-----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>0</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other monthly then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

| Agency Head/Designee (Signature) | Date | Records Management Officer (Signature) | Date |
|--|-----------------------------|--|----------|
| Kathleen A. Marsh | 1-5-82 | Elizabeth W. Crank | 12/31/81 |
| | | Elizabeth W. Crank, CRM/RMO State Records Committee (Signature) | Date |
| Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) | State Auditor/Designee | <u>Wm. A. Smith</u> | 1-12-82 |
| | Secretary of State/Designee | Carol Hart | 1-11-82 |
| | Attorney General/Designee | Henry H. Hight | 1-24-82 |